

# Market Range Detail - Human Resources Support Supervisor

## Effective Date

May 16, 2007

## Market Range Title Description

Positions in this market range title are working supervisors; otherwise functioning as an HR Analyst who supervises at least 2 clerical/administrative, HR Technician and/or HR Associate staff. Incumbents are responsible for the oversight of all or part of the human resources function for a department or in the County's Central HR department. This market range title is differentiated from the HR Analyst by the greater complexity and responsibility of work performed and supervisory responsibility. Typical job duties include analyzing and resolving complex HR issues, hiring new employees, assigning and monitoring workload, determining work priorities, training, performance management, and implementing and recommending policies and procedures.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$22.61	\$27.19	\$31.76

## Likely Minimum Qualifications

- Bachelor's Degree in Human Resources, Business Administration, Public Administration or a related field
- 2 years of professional human resources experience
- Prior lead and/or supervisory experience is preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Benefits Supervisor
- Employee Records Supervisor
- Employee Relations Supervisor
- Human Resources Supervisor
- Human Resources Support Supervisor
- Payroll Supervisor
- Recruitment Supervisor

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.